

VIII. INTERNAL EEO/AA COMPLAINT PROCEDURE

For

- A. If any employee or applicant feels that they have been discriminated against or harassed because of their race, color, religion, creed, sex, sexual or affectional orientation, national origin, ancestry, age, disability, marital status, familial status, or status with regard to public assistance, they should present their complaint as soon as possible to their supervisor and/or the EEO/AA Manager. The EEO/AA Manager is (name of EEO/AA Manager), who can be contacted at (address) or by calling (phone number). If the supervisor is informed, the supervisor will immediately advise the EEO/AA Manager.
- B. The EEO/AA Manager will inform the employee or applicant of the Company's internal complaint procedure and of their right to contact the following human/civil rights resources:
1. Saint Paul Human Rights Department
for incidents in Saint Paul: (651) 266-8966
 2. Minneapolis Civil Rights Department
for incident in Minneapolis: (612) 673-3012
 3. Minnesota Department of Human Rights
has statewide coverage: (651) 296-5663
 4. U.S. Equal Employment Opportunity Commission
(EEOC) has national coverage: (612) 335-4040
 5. Legal Counsel
- C. The EEO/AA Manager will thoroughly investigate the complaint and inform the employee/applicant of the Company's response within 10 work days.
- D. If the employee/applicant is not satisfied with the response, they may appeal the complaint to the Chief Executive Officer within 10 work days of learning of the response. The CEO will investigate the complaint and inform the employee/applicant of the Company's decision within 10 work days.
- E. If the employee/applicant is not satisfied with the outcome, they will again be advised of their right to contact the human/civil rights resources listed above.

Name of Chief Executive Officer **[PLEASE PRINT]**

Signature

Date